

New Jersey Department of State
Division of Archives and Records Management
2300 Stuyvesant Avenue CN307 Trenton, new Jersey 08625
(609) 530-3200

ORDER FORM FOR STATE AGENCY RECORDS RETENTION SCHEDULES AND REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL FORMS

The New Jersey Department of State, Division of Archives and Records Management is responsible for providing assistance to municipal agencies in the field of records management. Records Analysts assist offices in the identification, creation, and implementation of the records retention schedules which are approved by the State Records Committee.

To obtain disposal authorization for records whose retention periods have expired in accordance with the current retention schedules, a **Request and Authorization for Records Disposal** form must be submitted to the Division. The official custodian, and when necessary, the local auditor, must sign the form prior to its submission to the Division. After the information has been verified, the division director authorizes the destruction request confirming that the records satisfy the established retention periods; the form is then returned to the local agency for final disposition and signature.

The acquire state agency records retention schedules or records disposal forms, check the appropriate box, providing: your name, agency, and address, and mail to the Division of Archives and Records Management.

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| <input type="checkbox"/> Office of the Governor | <input type="checkbox"/> Environmental Protection | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Health | <input type="checkbox"/> State |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Human Services | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Insurance | <input type="checkbox"/> Treasury |
| <input type="checkbox"/> Community Affairs | <input type="checkbox"/> Labor | <input type="checkbox"/> Former Departments |
| | | of: |
| <input type="checkbox"/> Corrections | <input type="checkbox"/> Law and Public Safety | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Education | <input type="checkbox"/> Military and Veterans Affairs | <input type="checkbox"/> Higher Education |
| | | <input type="checkbox"/> Public Advocate |
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- | |
|--|
| <input type="checkbox"/> General Schedule - State Agencies, Authorities, & Commissions |
| <input type="checkbox"/> Request and Authorization for Records Disposal |

Name: _____

Agency: _____

Address: _____